



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT
CH-06-DH-124

OPENING DATE
SEPTEMBER 14, 2006

CLOSING DATE
OCTOBER 4, 2006

POSITION
PODIATRIST

LOCATION AND DUTY STATION
PHS INDIAN HOSPITAL, SURGERY DEPT., CHINLE, AZ
DUTY STATION: PINON HEALTH CENTER, PINON, AZ

GRADE/SALARY
GS-668-13, \$74,074 - \$96,292 PER ANNUM
GS-668-14, \$87,533 - \$113,791 PER ANNUM

NUMBER OF VACANCIES
ONE VACANCY (MDA305)

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: _____

WORK SCHEDULE

- FULL-TIME
- PART-TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTION POTENTIAL

- YES, TO GRADE GS-14
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING IS AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: This position is located in the Surgery Department under the PHS Indian Hospital, Chinle, Arizona. Incumbent will be at Pinon Health Center 50% of the time and 50% of the time at Chinle Service Unit. Incumbent will work as a recognized foot expert, performs professional work involved in the care and treatment of foot diseases and disorders by physical, medical and/or surgical methods. Typical, but not all-inclusive assignments include the following. Conducts podiatry clinics at Pinon Health Center as well as other clinics, which required travel to other geographic parts of the Indian Health Service areas. Performs comprehensive assessment of patients, reviews past history and requests, and performs diagnostic tests and other examinations as needed to establish diagnosis. Identifies individuals who are at high risk for lower extremity amputations. Recognizes rate and difficult to identify symptoms or signs, and is responsible for developing a full regimen involving knowledge of new techniques or the use of prolonged or complicated procedures or advanced delicate skills. Performs outpatient and inpatient surgical procedures under local, regional, spinal and general anesthesia. Counsels and educates patients, families, communities, staff and others regarding health care with emphasis on diabetes and prevention of complications. Maintains clinical and administrative records as required. As requested, instructs and supervises students and residents in Podiatry and other disciplines regarding podiatric health care. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

The selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal service.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

BASIC QUALIFICATIONS: Degree: Doctor of Podiatric Medicine (D.P.M.) from a school of podiatric medicine accredited by the Council on Podiatric Medical Evaluation in the year in which the degree was granted.

IN ADDITION TO BACK REQUIREMENTS: Candidates must have completed 52 weeks of specialized experience equivalent to the next lower grade level at the GS-12 level to qualify for the GS-13 grade level; candidates must have completed 52 weeks of specialized experience equivalent to the GS-13 level in the practice of podiatry in an office, clinic, or hospital to qualify for the GS-14 grade level. OR

For GS-13, Two (2) years of post-graduate training in a school-affiliated podiatrist's office (preceptor-ship) or residency is qualifying.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience that will be credited are carrying out the duties of practice of podiatry in an office, clinic, or hospital.

SELECTIVE PLACEMENT FACTOR: Applicants must be currently licensed to practice podiatric medicine in one of the States, the District of Columbia, or Puerto Rico.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: NONE.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards, Series GS-0668 for complete information. For more complete information contact your Servicing Personnel Office. No substitution of education for experience.

WHO MAY APPLY:

Applications will be accepted from NON-STATUS (those individuals who have never held a career or career-conditional appointment in the Federal service) and will be evaluated under competitive OPM regulation procedures.

Applications will also be accepted from individuals eligible for non-competitive appointments (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Veterans: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.
 - OR
 - B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under sections 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to the position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO PERFORM COMPREHENSIVE ASSESSMENT OF PATIENTS INCLUDING PROVIDING APPROPRIATE ORDERING OF DIAGNOSIS TESTS AND OTHER EXAMINATIONS AS NEEDED TO DIAGNOSIS, TREATMENT AND/OR SURGICAL PROCEDURES.**
2. **KNOWLEDGE OF DIABETES MELLITUS AND ITS COMPLICATIONS.**
3. **ABILITY TO COMMUNICATE EFFECTIVELY WITH A WIDE VARIETY OF PEOPLE, INCLUDING PATIENTS, STAFF OF OTHER FACILITIES, NURSES, AND DOCTORS FROM A DIVERSE MULTI-CULTURAL BACKGROUND.**
4. **KNOWLEDGE OF TEACHING AND LEARNING PRINCIPLES, EVALUATION AND TESTING TECHNIQUES AND ABILITY TO TEACH AND COUNSEL.**

5. ABILITY TO PROVIDE PROFESSIONAL SURGICAL PODIATRY CARE TO PATIENTS.

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

NOTE: "Declaration for Federal Employment" (OF-306), AND Addendum to OF-306 (Child Care & Indian Child Care Worker Position), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Box PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. **Resume; or OR
3. **Any other written application format; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION; WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION CONTACT: Lori Smith, Human Resource Specialist, (928) 674-7033 or email: lorraine.smith@ihs.gov.

****INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: PERSON WHO SUBMITS INCOMPLETE APPLICATIONS WILL BE GIVEN CREDITS ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS PREFERENCE DETERMINATION, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

COMMISSIONED OFFICERS: Commissioned Officers applicants claiming the Area Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standards exist will evaluate Indian Preference. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, this knowledge, skills and abilities that are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-06-DH-124. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
Podiatrist, GS-668-13/14

1. ABILITY TO PERFORM COMPREHENSIVE ASSESSMENT OF PATIENTS INCLUDING PROVIDING APPROPRIATE ORDERING OF DIAGNOSIS TESTS AND OTHER EXAMINATIONS AS NEEDED TO DIAGNOSIS, TREATMENT AND/OR SURGICAL PROCEDURES. The person in this position must have the ability to perform comprehensive assessment of patient s including providing appropriate ordering of diagnosis tests and professional work involved in the care and treatment of foot diseases and disorders by physician, medical and/or surgical methods. This also includes identifying when a patient needs consultation and being able to use other medical specialties and practices within the scope of there intended practices. This also includes judgment as to whether the patient has received proper medical care at time of referral and has further needs for follow up. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. KNOWLEDGE OF DIABETES MELLITUS AND ITS COMPLICATIONS. This person must have the in-depth knowledge of diabetes mellitus and its complications primarily related to patients with foot pathology. This may also include providing consultation to others in the same or other specialties. Must be able to counsel and educate patients, families, and others regarding health care with emphasis on diabetes and prevention of complications. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. ABILITY TO COMMUNICATE EFFECTIVELY WITH A WIDE VARIETY OF PEOPLE, INCLUDING PATIENTS, STAFF OF OTHER FACILITIES, NURSES, AND DOCTORS FROM A DIVERSE MULTI-CULTURAL BACKGROUND. This is the ability to provide information and instruction in a clear, concise, courteous manner, using tact and sensitivity in dealing with patients and others, and exercising perceptiveness and mature judgment in same. This includes meeting with individuals, groups representing a variety of medical/social situations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. KNOWLEDGE OF TEACHING AND LEARNING PRINCIPLES, EVALUATION AND TESTING TECHNIQUES AND ABILITY TO TEACH AND COUNSEL. The person in this position must have knowledge of teaching and learning principles, evaluation and testing techniques and ability to communicate orally to teach students, residents and especially patients, using interpreters if necessary, to get important concepts across to patients. This includes the ability to provide structured education to communicate groups and motivate individual of different cultural background to adopt health maintenance and disease prevention measures. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. ABILITY TO PROVIDE PROFESSIONAL SURGICAL PODIATRY CARE TO PATIENTS. The person in this position must have the ability to and knowledge to provide professional surgical podiatry care to patients. This includes outpatient and inpatient surgical procedures under local, regional, spinal and general anesthesia. This includes the recognition of diseases, primarily Diabetes Mellitus and other complex/surgical problems where courses of treatment are not always established and patients are often referred from outlying Service Units and health clinics. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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C E R T I F I C A T I O N

I, CERTIFY THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE